LeaderSkill WEEKLY

Coaching Conversation: Planner

Use the three questions to coach one team member through one real challenge. Ask, listen, then let them commit.

CLARIFY



"What's the real challenge here for you?"

What they said the real challenge is:

EXPLORE



"What have you tried? What options do you see?"

What they have already tried:

Options they see (their ideas first, then yours if asked):

COMMIT



The team member will: by:

We will check in on (date): in (channel):

What I will do to support it:

Before we agree: Is it theirs to own? Is the date real? When — and where — will we follow up?

Wellstar

LeaderSkill WEEKLY

Coaching Commitment Tracker

Log each coaching conversation. The follow-up is where the team member sees that their commitment — and yours — mattered.

My coaching commitment:

Example: "In my next one-on-one with ____, I will ask two coaching questions before offering advice."

Leader: Conversation by: I will report back at:

Date	Who I coached	First question I asked	What they committed to — and by when	Follow-up: what changed?

Keep private details out of the tracker. If the team member's concern is personal or urgent, move it to the right channel.

At the follow-up: "What did you try? What did you learn? What's next?"